

Town of Fort Myers Beach

Town Manager's Weekly Report May 18, 2012 through May 24, 2012

Note: The following group of departmental reports covers the period from Friday of the preceding week through Thursday of the current week. These reports provide a brief summary of departmental activities most often related to issues or actions of specific interest. It is not, nor is it intended to be a detailed or exhaustive list of every activity happening within our Town. This is provided to the Mayor and Council in order to help them remain better informed. In turn, the Council has asked staff to post the reports on the Town's website for the benefit of our residents and businesses.

Town Manager Stewart attended a United Way board meeting as a member of that board on Friday morning 5/18.

The Town Manager participated in a meeting of the COP Task Force. Community Development Director Fluegel spoke to the group about amendments recommended at the last meeting of the group and about what staff was doing to prepare the example sites for viewing on Monday 5/21. At the Town Council Workshop on Monday 5/21, the Council discussed a concern raised by some in the community that business members of the Task Force affected by the ordinance could have a conflict of interest ethics issue. The Town Attorney reported that she has already researched the issue and spoken with a Commission on Ethics attorney. This research and discussion provides her with a high comfort level there is no such conflict of interest for those business members. Council discussed the issue and in respect to exhibiting an abundance of caution, directed the Town Attorney to send a letter to the Ethics Commission requesting an opinion in writing on the matter. That letter was drafted and sent. In addition, the Council elected not to receive the recommendations from the Task Force pending the response from the Commission and further decided not to visit the example sites to view the various layouts.

Town Manager Stewart, Environmental Science Coordinator Laakkonen and Attorney Miller met with a group of PAL and PWVL business owners to review and discuss the provisions of the proposed ordinance revisions. Several of the business owners were concerned that language in the proposed ordinance would serve to prohibit them from selling their businesses if they chose to do so. Staff explained that the language does not do that but did agree to provide some different language to allay that concern. There seemed to be some confusion on the part of some business owners that an old Lee County Ordinance (95-13) and its language was prevailing. It was fully explained the Town's Ordinance rendered the old County Ordinance null and void and that the current Ordinance has set the rules.

The Town Manager met with representatives of Big Belly Solar Trash Compactors and Waste Management to discuss the company's proposal to sell and install those units in Town locations. It was agreed that the financial plan will not enable a payback for 10+ years and as such is not viable for our Town. There was some discussion about the Town perhaps participating in a County wide effort if the economies of scale on a project of that size would render a more positive outcome.

The Town Manager participated in a meeting of the Public Safety Task Force on Wednesday, May 23rd, and joined with Mr. Al Durrett in reporting on our meeting with FP&L representatives regarding street lighting.

The Town Manager attended the Town Hall meeting of Lee County Commissioner for District 3, Mr. Ray Judah regarding the Seafarers site in an observer's capacity only. The Manager asked no questions and did not speak during the event. There were six County staff members present with the Commissioner and several of them gave presentations and answered questions as well. A number of residents asked questions about and expressed concerns regarding whether a parking facility is needed at the location. County staff stated that the Seafarers site alone will not enable an engineered traffic solution at the location. A resident asked if the Commissioner would support selling the site to the Town and he answered that yes he would.

Week of May 18, through May 24, 2012

Department of Community Development (DCD) Events

Submitted by the Zoning Coordinator:

- Coordination with Community Development Director regarding numerous on-going zoning cases
- Coordination with Code Enforcement regarding sign compliance and other code compliance cases
- Coordination with Town Attorney regarding numerous on-going zoning cases
- Community Development Department Staff meeting
- Updated Community Development and Building Department permits and forms on Town website
- Department wide training on updated Trakit software
- Meeting with Zoning Coordinator Chapman, Community Development Director Fluegel and Ken Saundry regarding special magistrate ruling and redevelopment scenarios for 221 -231 Canal Street.
- Phone call with Peter Bell regarding on-going projects for 2301 and 2310 Estero Boulevard
- Preparation for June LPA meeting
- Fielded 37 phone calls and voicemails with general zoning and signage questions
- Reviewed 8 plans for building or sign permits
- Final inspections on 1 sign permits
- Met with 6 walk-in customers with sign, use, zoning or other related questions

Submitted by Planning Coordinator:

- Continued revision to ZVL2012-0008 based on new survey information that was provided subsequent to the issuance of the original ZVL. Met with the builder to discuss applicable setbacks in rear of property.
- Finalized ZVL2012-0009, which has questions about possibly removing a portion of a CPD approved in 2003 and developing that parcel as a new CPD.
- Worked on staff reports for FMBDCI2012-0002 and VAR2012-0006 for June LPA.
- Staked out the proposed expansion areas onto the sand for Town Council to visualize the areas proposed in the COP in EC Ordinance, as well as the Task Force's recommendation.

- Provided information about the FEMA elevation grant process to Nadine DeGenova, owner of 254 Curlew Street.
- Contacted engineer Pete Maastricht regarding a proposed lot split on 272 Miramar Street.
- Worked on finalizing MUD2012-0002, Seagrape Subdivision Minimum Use Determination for the properties at 200 Chapel and 266 Mango Streets.
- Visited Lee County Clerk's Office to obtain a legible copy of a Deed Book page containing a roadway easement that affects 11 properties on Donora Boulevard.
- Began working on a base map in GIS for a town map brochure.
- Attended TRAKiT training at Newton Beach House and configured my workspace on my computer for the TRAKiT interface. Closed over 100 approved or denied files that were still showing as active projects in TRAKiT, many from planners who are no longer working for the Town.

Building Permitting Activity: 5/18 THROUGH 5/24/12

<input type="checkbox"/> New applications	42
<input type="checkbox"/> Permits issued	19
<input type="checkbox"/> Permits approved, not issued	08
<input type="checkbox"/> Applications reviewed & approved	27
<input type="checkbox"/> Applications under review	19
<input type="checkbox"/> Inspections performed	42
<input type="checkbox"/> Permits issued Certificate of Completion	19

ENVIRONMENTAL SCIENCE COORDINATOR

- Conducted code enforcement for 20+ violations of sea turtle lighting rules. Contacted all property owners/managers and met with several on site to discuss compliance options.
- Conducted sea turtle lighting compliance survey at the south end of the island. 3 additional violations found.
- Met with hotel managers to discuss beach vegetation planting options associated with the beach nourishment project.
- Posted additional nests at Carlos Point.
- Met with Town Manager and Town Attorney and jet ski and parasail businesses to review proposed jet ski and parasail ordinance revisions.
- Attended Trak It training.
- Continued coordination with Army Corps of Engineers, WCIND, marine consultants, marine contractor, and local residents regarding the Laguna Shores dredging project.
- Obtained final US Army Corps of Engineers permit for the Laguna Shores dredging project.

Week of May 18, 2012 – May 24, 2012

Public Works Department

Special Events This Week:

1. Sunset Celebration at Times Square, May 25 & 26, 2012 from 5:00 – 10:00 p.m. Live Music.
2. Hooters Breast Cancer Awareness Dunk Tank at Hooters, May 26 & 27, 2012 from 12:00 – 6:00 p.m.

Special Events Received:

1. 4th of July Parade Judging & Awards Ceremony at The Mermaid Lounge, July 4, 2012 from 9:00 a.m. – 2:00 a.m.

Director

- Director attended parts of the Town Council workshop and regular meeting to participate in budget discussions and provide updated information regarding the Mound House projects. Prepared documents for the June 4, 2012 Town Council meeting.
- Director and staff members met with representatives from Pelican Watch regarding their Development Order, attended training for the upgraded Trak-It software and met with CRW regarding utilizing the software for PW activities; met with a building contractor associated with Town Hall remodeling; worked with staff on the new cardboard recycling contract.
- Director attended the annual briefing at the Lee County Emergency Operations Center in preparation of the 2012 hurricane season. The new EOC facility is at approximately 85% complete and the transition into the building will take place after the 2012 hurricane season. PW staff is preparing to perform the customary trials associated with establishing connections at the EOC location and relocating the computer servers to the Communications Trailer. Arrangements are being made to transfer of the Town's communications to the new facility when it is completed.
- Director and Public Services Supervisor attended a meeting with Central Parking to develop a plan for moving forward with parking system improvements. It is planned to bring the first phase forward in August, 2012.
- Director and Deputy attended the monthly meeting with Woodard & Curran to review monthly operations.

Deputy Director

- Repaired 2 inch (un-known) water main break at 7798 Estero. Line was removed off of 12 inch line and abandoned. Four houses were tapped onto existing 12 inch line.
- All large (big then 3 inch) water meters had their yearly inspection, all but one meet spec and is scheduled to be replaced.
- Attended monthly meeting with Beach Water.
- Completed 2 driveway inspections for Community Development Department.
- Attended Trak-It training.

Special Projects Supervisor

- Attended Florida Stormwater Erosion and Sedimentation Control Inspector Training two day workshop and received certification.
- Attended Trak-It training.

- Attended Safety Training Committee meeting. Working with Marilyn Henkel and Chief White to determine feasibility of information signs on trolleys and location of banner signs; researched on lighted crosswalks and locations of pilot crosswalks.
- Met with engineer for Pelican Watch LDO. Discussed items for resubmittal.
- Mound House irrigation system: Review of current RFP and current submittals for pump system.

Public Services

- Completed FEMA NIMS Course ICS-703.
- Attended Trak-It Training (Municipal Information Software).
- Attended meeting with Central Parking concerning Municipal Parking Plan.
- Coordinating test dates for Town software with Lee County EOC.
- Hurricane Re-entry hang tags and decals were received week of May 21 and staff is in the process of distributing them as residents and business owners apply.

PW Administration

- Prepared and sent weekly report to staff and final update to Community Development.
- Provided reception desk coverage.
- Provided A/P's to Finance for payment.
- Continued updating database for 2012 Hurricane pass mailings and preparation for the mailing of passes.

Maintenance

- Sprayed, pulled weeds & picked trash on Old San Carlos sidewalk and in tree rings and sprayed at Times Square area and fountain.
- Cleaned and organized shed, temporarily fix roll down door because of wear and tear and wood rotting out of floor and walls.
- Trimmed around stop sign at Cottage and Mango Streets.
- Trimmed and weed wacked at Palm beach access and Delmar swales.
- Cut cabbage palms growing around FPL power poles on Estero Blvd.
- Started trimming hedges on the perimeter outside of the pool parking areas and weed wacked inside and outside of fence.
- Took vehicle to Lee County Fleet for broken left gate.
- Put up Swim Lesson banner.

Maintenance regularly scheduled work has included:

1. Watering North Estero new plantings, ROW at Newton Park, Town Hall planters, Time Square planters and tree rings and Matanzas Court. This is done three times a week.
2. Delivery of trash bags to the Time Square Merchants every other week.
3. Daily morning duties include cleaning the beach, blowing and sweeping in Time square and surrounding areas, sweeping the bridge and Estero Boulevard, trash removal and hand picking Time Square and surrounding areas, litter collection in the ROW's as well as changing the trolley stop bags.
4. Fueling Town vehicles and fuel cans at the Pine Ridge fuel depot weekly.
5. Weekly setting up and tearing down of the stage for the Time Square merchants.

Projects

- Pump House – We have been working with Community Department and AECOM to finalize building permit. Contractor drilled and poured all concrete pilings.

- MH Kayak Shed – Consultants and Director continued to review the bids and contacting references. Additional information has been requested of the low bidder. This is scheduled to come before Town Council on June 4, 2012 for award or rejection of all bids.
- Emergency Potable Water Interconnect –This week, the contractor completed bacteriological testing and most of the restoration work. Lee County's consultant is finishing the record drawings.



Town of Fort Myers Beach

Memorandum

To: Terry Stewart, Town Manager
From: Michelle Mayher, Town Clerk
Date: May 24, 2012
Re: Departmental Reports

From the Clerk's Office

Records Requests

- A request for information on all employees working for the Town of Ft. Myers Beach,: Employee's Full Name, Employee's Salary, Building in Which the Employee Works, Employee's Email Address, and their Position Held
- A request for a copy of the DVD from the February 6, 2012 Council meeting
- A request for a copy of the DVD from the May 23, 2012 Safety Task Force
- A request for a copy of the letter from the Town Attorney to the State Commission on Ethics requesting an informal or formal opinion regarding some members of the COP Task Force and the possible conflict of interest.
- A request for the names and businesses of some members of the COP Task Force; a request for any written complaints – either e-mail or paper mail – regarding the possible conflict of interest for members of the task force.

Miscellaneous

The front desk reception greeted **182** guests: **8** with general inquires and **99** Re-Entry Pass applications **16** for Community Development, **59** for Building Services, **0** for Public Works, and **0** for Parks & Recreation. Directed **191** phone calls: **103** for general questions, **18** for Community Development, **58** for Building Services, **7** for Public Works, and **5** for Parks & Recreation. Approximately a third of general phone calls were regarding Emergency Re-Entry passes.

The Clerk's office ordered a floral arrangement on behalf of the Town Council for the memorial service for former Fort Myers Mayor Oscar Corbin, Jr. which was held on Saturday May 19th.

The Clerk's office placed legal advertisements in the Fort Myers News-Press for the two public hearings being held on June 4, 2012 – for Ordinance 12-02 and Ordinance 12-04. The Clerk also

placed legal advertisements for the public hearings being held by the LPA on Tuesday June 12, 2012 for Paine & Purtell, and for Pierview Hotel and Suites.

The Town Clerk responded to an islander's inquiry about Town advisory board members and how to submit a letter of interest.

The Town Clerk assisted an islander who sought the Council 's support of a proclamation honoring long-time island residents who are celebrating their 70th wedding anniversary.

The Town Clerk assisted the FMB Art Association in their request for a letter of support from the Town Council in their application to the Tourist Development Council for a media grant.

Advisory Committees

There are no changes to the advisory committees for this reporting period.

AAC	Beasley	Robert	expires October 2012	
AAC	Vacancy (Butzer)		expires October 2013	
AAC	Crown	Ryan	expires October 2012	
AAC	Light	Katherine	expires October 2012	
AAC	Scott	Ed	expires October 2013	
AAC	Trantina	Gerry	expires October 2013	
AAC	Tuyls	Joshua	expires October 2012	
BORCAB	Bodnar	Becky	expires October 2012	
BORCAB	Pontius	Rex	expires October 2013	
BORCAB	Melsek	Lee	expires October 2013	
BORCAB	Mizwa	Tom	expires October 2012	
BORCAB	Myers	Tom	expires October 2013	
BORCAB	Simpson	Betty	expires October 2012	
BORCAB	Sprole	Rae	expires October 2013	
CRAB	Carballo	Olga	expires October 2013	
CRAB	Greer	Miffie (Mary)	expires October 2012	
CRAB	Haengel	Karen	expires October 2013	
CRAB	Hendry	Keri	expires October 2012	
CRAB	Kemp	Bobbi	expires October 2013	
CRAB	Vacancy (Koch)		expires October 2012	
CRAB	Ludvigsen	Mark	expires October 2012	
CELCAB	Hill	Carrie	expires October 2013	
CELCAB	Hill	Barbara	expires October 2012	
CELCAB	Simpson	Betty	expires October 2012	
CELCAB	Smith	Cherie	expires October 2012	
CELCAB	Spuhler	Ceel	expires October 2012	
CELCAB	Weslow	Margaret R. (Marty)	expires October 2013	
CELCAB	Wolf	Lorrie	expires October 2013	

LPA	Smith	Alan	expires October 2013	
LPA	Kakatsch	John	expires October 2013	
LPA	Plummer	Jane	expires October 2013	
LPA	Durrett	Al	expires October 2012	
LPA	Shamp	Joanne	expires October 2012	
LPA	Andre	Dan	expires October 2012	
LPA	Zuba	Hank	expires October 2012	
MRTF	Vacancy (Andre)		expires October 2013	
MRTF	Bennett	John	expires October 2013	
MRTF	Vacancy		expires October 2013	
MRTF	Johnson	Roger	expires October 2012	
MRTF	Kovach	Dennis	expires October 2012	
MRTF	Schwab	Julie	expires October 2012	
MRTF	Werner	Jeff	expires October 2012	
HAC	Bassett	A J		
HAC	Kakatsch	John		
HAC	Matthew	Jean		
HAC	Meeder	Linda		
HAC Chair	Plummer	Jane		
HAC	Santini	Fran		
HAC	Smith	Roxie		
HAC	Durrett	Al		
Audit	Lombard	Edward	expires October 2015	
Audit	Rodwell	James	expires October 2015	
Audit	Steele	James	expires October 2015	
Audit	Hughes	Daniel	expires October 2013	
Audit	Cote	Richard	expires October 2013	

Memorandum

To: Terry Stewart, Town Manager
From: Patti Evans, Director Parks and Recreation
Date: May 25, 2012
RE: Weekly Report May 17 thru May 24, 2012

ADMINISTRATION:

- July 4th Celebration: Met with pyrotechnician, Fire Department and Town staff at pier to discuss set-up for July 4th fireworks display. Perimeter was determined so we may now advise businesses and complete permitting process. Initiated contract with Garden State Fireworks. Contributed to an article in Parent/Child magazine on the island's celebration.
- Director and staff met with local artist John Heim to begin planning the public art program at Seafarer's Park. Both County and Town staff have been asked to advise of any preliminary permitting that is necessary to move this project forward.
- Director Evans met with Library Director to discuss our Summer Camp children attending a children's library program weekly.
- Edison Sailing Center Facility Use Agreement was researched this week and will be initiated for a second year in the coming week. This is the second year of a three year facility use agreement.
- May/June Newsletter was distributed by email and U S Mail this past week. We are attempting to go all electronic with our June/July issue except for the BOSS Program and anyone who advises us that they prefer to receive by U S Mail. Distribution locations this month included: Town Hall, Mound House, FMB Library, Council Chambers, Greater FMB Chamber of Commerce, Sunstream Properties, BORC and the Times Square kiosk.
- Assisted Finance Department in completion of CDBG report related to BOSS Program.
- Mound House: *With staff assistance-identified painter for Mound House exhibit walls and doors project and also identified contractor for staining of exhibit floors.*Approved enhancements to landscape.
- Seven Seas Home/Newton Park: Began seeking quotes to have bocce courts renovated.
- CELCAB: Coordinated meeting agenda and attended meeting with Cultural Resources staff.

CULTURAL RESOURCES:

- Staff assisted Public Works locate files related to Mound House landscaping.
- Staff coordinated with Public Works to prepare for the purchase and installation of a well pump for irrigation purposes at Mound House.
- Carrie Hill, President of the Friends of the Mound House contacted staff about a future fundraiser.
- The Town's Historic Advisory Committee toured Mound House on May 22nd.
- Staff prepared meeting materials for and attended the monthly CELCAB meeting on May 24th.
- Educational Programming
- The Kids Fishing Derby took place at Mound House on May 19th.
- Tours continue at Mound House with 26 visitors. Tours were cancelled on May 19th due to the fishing program.
- Missy Layfield, Editor of the Island Sand Paper toured Mound House on May 23rd.
 - Fishing Report: No one was reported fishing from the Mound House property aside from 8 children during the fishing program.

- Incident: One motorized boat used the kayak landing instead of the dock.
- Upcoming Dates: Brent Newman will give a presentation on the Calusa at St. Francis Xavier School on May 25th. YMCA inquired about a summer camp visit to Mound House and Newton Park in July. They will visit on July 2nd, 3rd and 5th.
- The final report to the Southwest Florida Community Foundation for the Arts and Attractions grant is due June 1st.

SPECIAL EVENTS:

- The 1st annual poker run was held on Saturday May 19th. We had 102 participants raising over \$1000 for the Youth and Teen Programs.
- On June 1st and 2nd Bay Oaks will be rented by Lee County Sports authority for YBOA Youth Basketball tournaments.

ATHLETICS:

- Signups have begun for the Youth Basketball and the Teen Basketball League. Both Leagues will begin the week of June 18th.
- We are currently interviewing for a short term contracted Zumba instructor as well as an Aqua Zumba instructor.

TEEN/TWEEN:

- Friday, May 18th, had 8 participants for the Ping Pong tournament.
- Saturday, May 19th, had no teen night due to the poker run/fishing derby.
- Tuesday, May 22nd, Teen Weights had 3 participants.
- Thursday, May 24th we are having a Lock-In, 9pm-7am \$10.00 to attend, participants get free hot dogs, drinks and ice cream.

YOUTH:

- Fishing Derby was held at the Mound House on Saturday, May 19th. We had a total of 7 kids attend. Each kid received prizes which were donated by Publix, Beach Theatre, Truly Scrumptious, Bay Beach Golf Course, and Red Coconut.
- Starting Tuesday, May 22nd, 23rd, and 24th, Beach Elementary had early dismissal. Club Rec now begins at 12:15pm and is also open to non-Club Rec Participants for a fee of \$4.00.
- Fun Day will be offered Friday, May 25th from 7:30am-6:00pm.

Memo

To: Terry Stewart, Town Manager
From: Evelyn Wicks, Finance Director
Date: May 24, 2012
Re: Weekly Activities

We worked on the following projects and activities for the week of May 18, 2012 through May 24, 2012:

FINANCE

Employee payroll was processed. Town and employee retirement contributions were made. We did a large accounts payable check run. A bank deposit was made and the revenue entered and posted in the accounting system. We scheduled an online tutorial with Municibid to learn how to use the site to auction off our old unwanted equipment.

HUMAN RESOURCES

Drug tests and fingerprint background checks were processed for prospective summer workers. We processed short term disability claim paperwork for an employee suffering from a non-work related injury.

BUDGET

We are working on preparing the preliminary budget book.

INSURANCE

We continue to monitor several open claims.

INFORMATION TECHNOLOGY

We are in the process of reviewing some accounting software options.